

CANCELLED

7/26  
email  
from Leslie  
Monson

OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM

Date: July 24, 2018

**Nature and Significance of Document:** Request for approval of use of DOI fleet aircraft service for official travel on **July 30-31, 2018**, weather permitting, of two senior DOI officials (Todd Willens, Asst. Deputy Secretary; Kate MacGregor, Asst. Secretary, Land and Minerals), one other DOI official (Steve Wackowski, Senior Advisor to the Secretary for Alaska), and three senior White House officials (Francis Brooke, Special Assistant to the President, Executive Office of the President; Christopher Prandoni, Assoc. Director for Natural Resources, Council on Environmental Quality; Alex Herrgott, Council on Environmental Quality, Associate Director for Infrastructure) from Fairbanks, AK, to Kaktovik, AK, to Alpine, AK, and back to Fairbanks, AK. The purpose of this travel includes meetings with local officials of Native communities and a tour of ConocoPhillips Alpine facility.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, commercial aircraft service is not available to meet the operational and scheduling needs of the travel. The cost of charter aircraft service, including total duty hours away, is \$21,799. The cost of DOI fleet aircraft service, including total duty hours away, is \$4,400. Because use of DOI fleet aircraft is the most cost-effective means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**  
Jennifer Heindl 202-208-7094

Surname

**Due Date: ASAP**

Tim Murphy

Murphy 7/25/18

## Travel Cost Analysis

OAS-110  
(12/12)

## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	<u>Kaktovik, AK</u>	Date	<u>7/30/18</u>	Hours required to be on site	<u>12:30pm</u>	to	<u>11:59pm</u>
Location	<u>Kaktovik, AK</u>	Date	<u>7/31/18</u>	Hours required to be on site	<u>12:00am</u>	to	<u>9:00am</u>
Location	<u>Alpine, AK</u>	Date	<u>7/31/18</u>	Hours required to be on site	<u>11:00am</u>	to	<u>2:30pm</u>

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
<u>Todd Willens, Assistant Dep Sec</u>	<u>\$81.46</u>
<u>Kate MacGregor, ASLM</u>	<u>\$83.37</u>
<u>Steve Wackowski, SA - Alaska</u>	<u>\$75.23</u>
<u>See remarks for additional names</u>	
TOTAL Hours Cost of All Required Travelers	\$ <u>\$240.06</u>

Annual Salary ÷ 2087 hours x 1.20 =  
Hourly Salary RateNOTE: 1.20 covers average Fringe  
Benefits, Retirement, Health & Life  
Insurance, Medicare, other Fringes.  
The 1.20 does not include COLA;  
for Alaska-based employees, add the  
applicable additional %.

(Continue on attached sheet if needed)

B. COST COMPARISON:1. Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers.\$ N/A

- Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.
- Cost of required per diem and ground transportation.

TOTAL Cost by commercial transportation

\$

2. Leased, Contract, or Rental Aircraft.

- Flight hours x flight hour costs
- Cost of total duty hours away from office or regular duty station
- Cost of required per diem and ground transportation
- Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.

TOTAL Cost by Lease, Contract, or Rental aircraft

\$ \$21,799.003. DOI-Operated Aircraft – identify specific aircraft:N700FW - Kodiak Quest

- Flight hours required x variable flight hour cost.
- Cost of total duty hours away from office or regular duty station.
- Cost of required per diem and ground transportation.
- Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.)
- Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et.

TOTAL COST by DOI Fleet aircraft.

\$ \$2,700.00\$ \$1,700.00\$ \$4,400.00

## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

### A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station (TDS):

Location <u>Becharof Lake, AK</u>	Date <u>8/28/2018</u>	Hours required to be on site <u>2:15pm</u> to <u>2:45pm</u>
Location <u>Mother Goose Lake, AK</u>	Date <u>8/28/2018</u>	Hours required to be on site <u>3:45pm</u> to <u>4:15pm</u>
Location _____	Date _____	Hours required to be on site _____ to _____
Location _____	Date _____	Hours required to be on site _____ to _____
Location _____	Date _____	Hours required to be on site _____ to _____

Manifest (only persons required to be at TDS):

	Name of Individual	Annual Salary	Hourly Salary	Enter Y if AK employee; leave blank if not	Total Hourly Salary
1	Greg Siekaniec (FWS Regional Director) SES		\$109.00		\$109.00
2	Karen Clark (Deputy Regional Director)		\$94.41		\$94.41
3	Mary Colligan (Asst. Regional Director)		\$94.41		\$94.41
4	Rory Stark (Acting Special Agent in Charge)		\$94.41		\$94.41
5	Eric Taylor (Acting Asst Regional Director)		\$84.17		\$84.17
6	Susan Alexander (Refuge Manager)		\$74.56		\$74.56
7			\$0.00		\$0.00
8			\$0.00		\$0.00
9			\$0.00		\$0.00
10			\$0.00		\$0.00
11			\$0.00		\$0.00
12			\$0.00		\$0.00
13			\$0.00		\$0.00
14			\$0.00		\$0.00
15			\$0.00		\$0.00
16			\$0.00		\$0.00
17			\$0.00		\$0.00
18			\$0.00		\$0.00
19			\$0.00		\$0.00
TOTAL Hours Cost of All Required Travelers:					\$550.96

### B. COST COMPARISON:

#### 1. Commercial Airline Costs to meet the required TDS locations & times.

a. Individual commercial ticket cost times the number of required travelers.	Ticket price: _____	# of travelers: _____	\$0.00
b. Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	# of hours: _____	# of travelers: _____	\$0.00
c. Cost of required per diem and ground transportation.	ground trans: <u>0.00</u>		
	per diem rate: <u>\$0.00</u>		
	# of travelers: _____		\$0.00

TOTAL Cost by commercial transportation

\$0.00

N/A  
see remarks



REMARKS: (Must be completed if other than most cost-effective method is chosen.)

The purpose of this flight is for senior regional management to visit key sites on the Alaska Peninsula and Becharof National Wildlife Refuges with refuge staff, to learn about management issues and decisions that need to be supported by the Regional Directorate.

There are no available commercial flights to these sites, and there are no DOI fleet aircraft available. The only available option is a chartered flight.

August 29 and 30 are alternate dates for this flight in case of bad weather.

King Salmon to Becharof Lake to Mother Goose Lake & back.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL:

(See para. 11.b page 6 of OMB Circular A-125)

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:

(See para. 11.e. page 7 of OMB Circular A-126 and para. A page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

Daniel H. Torjani  
\_\_\_\_\_  
Print name of designated approving official

Page 3 of 3

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: September 6, 2018**

**Nature and Significance of Document:** Request for approval of use of charter aircraft service for official travel on **September 8, 2018**, weather permitting, of the Secretary, one senior DOI officials (James Reilly, Director, USGS), and 3 other DOI employees (Greg Knee, Security; Holly Land, Advance, OS; Frank Trusdell, Research Geologist, USGS) from Hilo, HI, for an aerial tour of and visit to USGS volcano monitoring facilities on the Big Island, and back to Hilo.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, DOI and commercial aircraft service are not available to meet the operational and scheduling needs of the travel, which includes an aerial tour. The cost of charter aircraft service, not including total duty hours away is \$14,784. Because the use of charter aircraft is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**

Jennifer Heindl 202-208-7094

**Surname**

**Due Date: ASAP**

Tim Murphy Murphy 9/6/18

## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

### A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location <u>Hilo, HI</u>	Date <u>9/8/2018</u>	Hours required to be on site	1100 to 1900
Location _____	Date _____	Hours required to be on site	_____ to _____
Location _____	Date _____	Hours required to be on site	_____ to _____

Manifest (only persons required to be at TDS):

Name	Hourly Salary
<u>Secretary Zinke, DOI, PAS</u>	<u>\$107.52</u>
<u>SGT Greg Knee, Security, GS-12</u>	<u>\$53.16</u>
<u>Holly Lane, DOI Sr Advance Rep, GS-12</u>	<u>\$53.16</u>
<u>James Reilly, USGS Director, SES</u>	<u>\$90.60</u>
<u>Frank Trusdell, USGS Research Geologist, GS-15</u>	<u>\$87.84</u>
TOTAL Hours Cost of All Required Travelers	\$ <u>498.60</u>

Annual Salary ÷ 2087 hours x 1.20 =  
Hourly Salary Rate

**NOTE:** 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

(Continue on attached sheet if needed)

### B. COST COMPARISON:

1. <u>Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers.</u>	\$ <u>0.00</u>
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	0.00
• Cost of required per diem and ground transportation.	0.00
TOTAL Cost by commercial transportation	\$ <u>0.00</u>
2. <u>Leased, Contract, or Rental Aircraft</u>	
1. Flight hours x flight hour costs	\$ <u>7,800.00</u>
2. Cost of total duty hours away from office or regular duty station	0.00
3. Cost of required per diem and ground transportation	0.00
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.	6,984.00
TOTAL Cost by Lease, Contract, or Rental aircraft	\$ <u>14,784.00</u>
3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u>N/A</u>	
• Flight hours required x variable flight hour cost.	\$ <u>0.00</u>
• Cost of total duty hours away from office or regular duty station.	0.00
• Cost of required per diem and ground transportation.	0.00
• Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.)	0.00
• Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et.	0.00
TOTAL COST by DOI Fleet aircraft.	\$ <u>0.00</u>

*N/A  
see remarks*

*not avail.  
see remarks*



Hebert, Samantha &lt;samantha\_hebert@ios.doi.gov&gt;

## Helicopter Information

4 messages

Holly Lane &lt;holly\_lane@ios.doi.gov&gt;

To: srbrant@usgs.gov, dpsmith@usgs.gov, adevaris@usgs.gov

Cc: tlmurray@usgs.gov, jgillespie@usgs.gov, (b) (6), (b) (7)(C) @nps.gov, samantha\_hebert@ios.doi.gov

Wed, Sep 5, 2018 at 6:54 PM

Hello team,

I need some additional information on the usage of the helicopter for the upcoming visit to see the the volcano damage.

We would need to know more on how often USGS rents helicopter since you don't have any of your own, why the use of a helicopter is needed to access some of these locations and any information on past visits where you needed a larger helicopter.

If you could send this by COB today then Sam will have it by the ethics meeting in the morning.

Thank you all for your assistance.

Holly Lane  
Senior Advance Representative  
Department of Interior  
+1-202-706-9330 - Cell  
+1-202-208-1327 - Office  
holly\_lane@ios.doi.gov

Brantley, Steven &lt;srbrant@usgs.gov&gt;

Wed, Sep 5, 2018 at 7:18 PM

To: Holly Lane &lt;holly\_lane@ios.doi.gov&gt;

Cc: Durelle Smith &lt;dpsmith@usgs.gov&gt;, Aimee Devaris &lt;adevaris@usgs.gov&gt;, Thomas Murray &lt;tlmurray@usgs.gov&gt;, jgillespie@usgs.gov, (b) (6), (b) (7)(C) @nps.gov, samantha\_hebert@ios.doi.gov

Hi,

USGS Hawaiian Volcano Observatory (HVO) utilizes small helicopters (average 80-100 hours per year) for the purpose of installing and maintaining volcano and earthquake monitoring and telemetry networks in remote areas on the Island of Hawai'i, including Hawaii Volcanoes National Park, and for the purpose of performing geologic mapping and research, and aerial reconnaissance of eruptive activity. During the current eruption and summit collapse, HVO has flown about 170 hours between March and September 2018. During the past year, HVO has utilized three helicopter vendors on contract through the DOI Office of Aviation Services, including Blue Hawaiian, K&S Helicopters (Paradise Helicopters), and Manuiwa Helicopters Inc. (Volcano Helicopters). HVO typically utilizes a Hughes 500 model helicopter for the transport of as many as 3 people at a time and for external loads, but we also utilize a larger helicopter (for example, Eurocopter EC 130 T2) to accommodate additional passengers for aerial reconnaissance or at high elevations.

Steve

Steven Brantley  
U.S. Geological Survey  
Hawaiian Volcano Observatory  
PO Box 1026  
Hilo, HI 96721  
cell 808-937-8470  
email: srbrant@usgs.gov

On Wed, Sep 5, 2018 at 12:54 PM, Holly Lane <holly\_lane@ios.doi.gov> wrote:



Hello team,

I need some additional information on the usage of the helicopter for the upcoming visit to see the volcano damage.

We would need to know more on how often USGS rents helicopter since you don't have any of your own, why the use of a helicopter is needed to access some of these locations and any information on past visits where you needed a larger helicopter.

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Senior Advance Representative  
Department of Interior  
+1-202-706-9330 - Cell  
+1-202-208-1327 - Office  
holly\_lane@ios.doi.gov

---

**Durelle Smith** <dpsmith@usgs.gov>

Wed, Sep 5, 2018 at 8:04 PM

To: Steven Brantley <srbrant@usgs.gov>, Holly Lane <holly\_lane@ios.doi.gov>

Cc: Aimee Devaris <adevaris@usgs.gov>, Thomas Murray <tmurray@usgs.gov>, jgillespie@usgs.gov, (b) (6), (b) (7)(C), Samantha Hebert <samantha\_hebert@ios.doi.gov>, Shari Moultrie <shari\_moultrie@ios.doi.gov>

To close the loop – here is some information that was included on the OMD-110 form that is being submitted by Shari Moultrie to the DOI Solicitor for review and approval:

Request review and approval for Secretary Zinke to utilize contract helicopter on September 8, 2018 to survey impacts of recent Kilauea eruption.

On September 8, 2018, Secretary Ryan Zinke and three other members (DOI required security staff, USGS Director and USGS Hawaiian Volcano Observatory scientific expert) will board helicopter in Hilo, HI to conduct overflights of several key lava eruption flows in the lower East Rift Zone and at the Summit over the course of the day before returning to Hilo, HI.

Commercial airlines were not considered due to inability to conduct aerial flights of various volcano sites.

**From:** Brantley, Steven <srbrant@usgs.gov>

**Sent:** Wednesday, September 5, 2018 3:19 PM

**To:** Holly Lane <holly\_lane@ios.doi.gov>

**Cc:** Durelle Smith <dpsmith@usgs.gov>; Aimee Devaris <adevaris@usgs.gov>; Thomas Murray <tmurray@usgs.gov>; jgillespie@usgs.gov; (b) (6), (b) (7)(C); samantha\_hebert@ios.doi.gov

**Subject:** Re: Helicopter Information

Hi,

- USGS Hawaiian Volcano Observatory (HVO) utilizes small helicopters (average 80-100 hours per year) for the purpose of installing and maintaining volcano and earthquake monitoring and telemetry networks in remote areas on the Island of Hawai'i, including Hawaii Volcanoes National Park, and for the purpose of performing geologic mapping and research, and aerial reconnaissance of eruptive activity. During the current eruption and summit collapse, HVO has flown about 170 hours between March and September 2018. During the past year, HVO has utilized three helicopter vendors on contract through the DOI Office of Aviation Services, including Blue Hawaiian, K&S Helicopters (Paradise Helicopters), and Manuiwa Helicopters Inc. (Volcano Helicopters). HVO typically utilizes a Hughes 500 model helicopter for the transport of as many as 3 people at a time and for external loads, but we also utilize a larger helicopter (for example, Eurocopter EC 130 T2) to accommodate additional passengers for aerial reconnaissance or at high elevations.

Steve

Steven Brantley

U.S. Geological Survey

Hawaiian Volcano Observatory

PO Box 1026

Hilo, HI 96721

cell 808-937-8470

email: srbrant@usgs.gov

On Wed, Sep 5, 2018 at 12:54 PM, Holly Lane <holly\_lane@ios.doi.gov> wrote:

Hello team,

I need some additional information on the usage of the helicopter for the upcoming visit to see the the volcano damage.

We would need to know more on how often USGS rents helicopter since you don't have any of your own, why the use of a helicopter is needed to access some of these locations and any information on past visits where you needed a larger helicopter.

If you could send this by COB today then Sam will have it by the ethics meeting in the morning.

Thank you all for your assistance.

Holly Lane  
Senior Advance Representative  
Department of Interior  
+1-202-706-9330 - Cell  
+1-202-208-1327 - Office  
holly\_lane@ios.doi.gov

---

**Moultrie, Shari** <shari\_moultrie@ios.doi.gov>

Thu, Sep 6, 2018 at 10:22 AM

To: Durelle Smith <dpsmith@usgs.gov>

Cc: Steven Brantley <srbrant@usgs.gov>, Holly Lane <holly\_lane@ios.doi.gov>, Aimee Devaris <adevaris@usgs.gov>, Thomas Murray <tmurray@usgs.gov>, jgillespie@usps.gov, (b) (6), (b) (7)(C) >, samantha\_hebert@ios.doi.gov

All - Solicitor's office is requiring a more detailed itinerary. Can someone provide me a more outlined trip with the helicopter other than it will be reviewing several sites throughout the day. Will the helicopter be landing for meetings and if so where. Once I receive this I will provide the more detailed itinerary to the SOL.

Thanks so much.

**Shari Moultrie**

**Flight Coordination Specialist**

US Department of the Interior

Office of Aviation Services

Cell: (770) 598-3021

shari\_moultrie@ios.doi.gov

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<https://www.surveymonkey.com/s/EROCustomerSurvey>

On Wed, Sep 5, 2018 at 8:05 PM Durelle Smith <dpsmith@usgs.gov> wrote:

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**Sent:** Wednesday, September 5, 2018 3:19 PM

**To:** Holly Lane <holly\_lane@ios.doi.gov>

**Cc:** Durelle Smith <dpsmith@usgs.gov>; Aimee Devaris <adevaris@usgs.gov>; Thomas Murray <tlmurray@usgs.gov>; jgillespie@usps.gov; (b) (6), (b) (7)(C); samantha\_hebert@ios.doi.gov

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Helicopters), and Manuiwa Helicopters Inc. (Volcano Helicopters). HVO typically utilizes a Hughes 500 model helicopter for the transport of as many as 3 people at a time and for external loads, but we also utilize a larger helicopter (for example, Eurocopter EC 130 T2) to accommodate additional passengers for aerial reconnaissance or at high elevations.

Steve

Steven Brantley

U.S. Geological Survey

Hawaiian Volcano Observatory

PO Box 1026

Hilo, HI 96721

cell 808-937-8470

email: srbrant@usgs.gov

On Wed, Sep 5, 2018 at 12:54 PM, Holly Lane <holly\_lane@ios.doi.gov> wrote:

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Thank you all for your assistance.

Holly Lane  
Senior Advance Representative  
Department of Interior  
+1-202-706-9330 - Cell  
+1-202-208-1327 - Office  
holly\_lane@ios.doi.gov



Heindl, Jennifer <jennifer.heindl@sol.doi.gov>

---

## Fwd: Helicopter Information

1 message

---

Hebert, Samantha <samantha\_hebert@ios.doi.gov>

6 September 2018 at 14:22

To: Jennifer Heindl <jennifer.heindl@sol.doi.gov>, "de la Vega, Scott" <scott.delavega@sol.doi.gov>, Heather Gottry <heather.gottry@sol.doi.gov>

----- Forwarded message -----

From: **Moultrie, Shari** <shari\_moultrie@ios.doi.gov>

Date: Thu, Sep 6, 2018 at 2:05 PM

Subject: Re: Helicopter Information

To: Thomas Murray <tmurray@usgs.gov>

Cc: Durelle Smith <dpsmith@usgs.gov>, Steven Brantley <srbrant@usgs.gov>, Holly Lane

<holly\_lane@ios.doi.gov>, Aimee Devaris <adevaris@usgs.gov>, <jgillespie@usps.gov>, (b) (6),  
(b) (7),  
(C), <samantha\_hebert@ios.doi.gov>

Thank you kindly. I will pass this detail info on to the Solicitors.

*Shari Moultrie*

**Flight Coordination Specialist**

On Thu, Sep 6, 2018 at 4:22 AM, Moultrie, Shari <shari\_moultrie@ios.doi.gov> wrote:

All - Solicitor's office is requiring a more detailed itinerary. Can someone provide me a more outlined trip with the helicopter other than it will be reviewing several sites throughout the day. Will the helicopter be landing for meetings and if so where. Once I receive this I will provide the more detailed itinerary to the SOL.

Thanks so much.

*Shari Moultrie*

**Flight Coordination Specialist**

US Department of the Interior

Office of Aviation Services

Cell: (770) 598-3021

shari\_moultrie@ios.doi.gov

*We are dedicated to providing exceptional service and always looking for input to improve our services; please assist us by completing a brief survey at:*

<https://www.surveymonkey.com/s/EROCustomerSurvey>

On Wed, Sep 5, 2018 at 8:05 PM Durelle Smith <dpsmith@usgs.gov> wrote:

To close the loop – here is some information that was included on the OMD-110 form that is being submitted by Shari Moultrie to the DOI Solicitor for review and approval:



Hi,

USGS Hawaiian Volcano Observatory (HVO) utilizes small helicopters (average 80-100 hours per year) for the purpose of installing and maintaining volcano and earthquake monitoring and telemetry networks in remote areas on the Island of Hawai`i, including Hawaii Volcanoes National Park, and for the purpose of performing geologic mapping and research, and aerial reconnaissance of eruptive activity. During the current eruption and summit collapse, HVO has flown about 170 hours between March and September 2018. During the past year, HVO has utilized three helicopter vendors on contract through the DOI Office of Aviation Services, including Blue Hawaiian, K&S Helicopters (Paradise Helicopters), and Manuiwa Helicopters Inc. (Volcano Helicopters). HVO typically utilizes a Hughes 500 model helicopter for the transport of as many as 3 people at a time and for external loads, but we also utilize a larger helicopter (for example, Eurocopter EC 130 T2) to accommodate additional passengers for aerial reconnaissance or at high elevations.

Steve

Steven Brantley

U.S. Geological Survey

Hawaiian Volcano Observatory

PO Box 1026

Hilo, HI 96721

--

Tom Murray, [tmurray@usgs.gov](mailto:tmurray@usgs.gov)  
Director, Volcano Science Center  
U.S. Geological Survey  
(desk) 907-786-7443

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*Samantha Hebert  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Director, Scheduling and Advance  
Direct: 202-208-4025  
Cell: 202-412-6142  
Email: [Samantha\\_Hebert@ios.doi.gov](mailto:Samantha_Hebert@ios.doi.gov)*

*NOTE: Every email I send or receive is subject to release under the Freedom of Information Act.*

note: tribe will  
reimburse?

**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**September 12, 2018**

**Nature and Significance of Document:** Request for approval of charter aircraft service for official travel on September 25, 2018 of three DOI senior officials (Alan Mikkelsen, Senior Advisor to the Secretary; Pamela Williams, Director, Secretary's Indian Water Rights Office); Jeffrey Morris, Program Manager, Bureau of Reclamation) to the Hualapai Reservation and back. The purpose of this travel is to do a site visit of the proposed Hualapai Pipeline route that is included in their water settlement.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41.C.F.R. 301-10.261(a)(1).

As the attached OAS-110 indicates, commercial and DOI aircraft service are not available to meet the operational and scheduling needs of this flight. The cost of the charter aircraft service, not including cost of total duty hours away, is \$4,800. Because charter aircraft services is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**  
Jennifer Heindl 202-208-7094

**Surname**

**Due Date: ASAP**

Tim Murphy *Murphy* 9/21/18



## Travel Cost Analysis

OAS-110  
(12/12)

## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	<u>Hualapai, AZ</u>	Date	<u>9/25/2018</u>	Hours required to be on site	<u>9:00am</u>	to	<u>4:00pm</u>
Location	<u>                    </u>	Date	<u>                    </u>	Hours required to be on site	<u>                    </u>	to	<u>                    </u>
Location	<u>                    </u>	Date	<u>                    </u>	Hours required to be on site	<u>                    </u>	to	<u>                    </u>

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
<u>Alan Mikkelsen</u>	<u>94.41</u>
<u>Pamela Williams</u>	<u>77.58</u>
<u>Jeffrey Morris</u>	<u>67.41</u>
<u>                                    </u>	<u>                    </u>
<u>                                    </u>	<u>                    </u>
TOTAL Hours Cost of All Required Travelers	\$ <u>239.40</u>

Annual Salary = 2087 hours x 1.20 =  
Hourly Salary RateNOTE: 1.20 covers average Fringe  
Benefits, Retirement, Health & Life  
Insurance, Medicare, other Fringes.  
The 1.20 does not include COLA;  
for Alaska-based employees, add the  
applicable additional %.

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. <u>Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers.</u>	\$ <u>\$0.00</u>
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	<u>                    </u>
• Cost of required per diem and ground transportation.	<u>                    </u>
TOTAL Cost by commercial transportation	\$ <u>N/A</u>
2. <u>Leased, Contract, or Rental Aircraft.</u>	
• Flight hours x flight hour costs	\$ <u>\$4,800.00</u>
• Cost of total duty hours away from office or regular duty station	<u>\$0.00</u>
• Cost of required per diem and ground transportation	<u>\$0.00</u>
• Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.	<u>\$0.00</u>
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$ <u>\$4,800.00</u>
3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u>N/A</u>	
• Flight hours required x variable flight hour cost.	\$ <u>                    </u>
• Cost of total duty hours away from office or regular duty station.	<u>                    </u>
• Cost of required per diem and ground transportation.	<u>                    </u>
• Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.)	<u>                    </u>
• Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, etc.	<u>                    </u>
TOTAL COST by DOI Fleet aircraft.	\$ <u>                    </u>



Heindl, Jennifer <jennifer.heindl@sol.doi.gov>

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## Re: approval for helicopter use

1 message

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**Heindl, Jennifer** <jennifer.heindl@sol.doi.gov> 21 September 2018 at 09:57  
To: Pamela Williams <pamela\_williams@ios.doi.gov>

Hi Pam,

I am currently processing revised version I received yesterday. Should go up to Solicitor's hallway this morning for signature.

Thanks,

Jennifer

Jennifer A. Heindl

Attorney Advisor

Office of the Solicitor

Division of General Law

Branch of General Legal Services

Voice: 202-208-7094

Fax: 202-219-1790

This e-mail (including any attachments) is intended for the use of the individual or entity to whom or which it is addressed. It may contain information that is privileged, confidential, or otherwise protected by applicable law. If you are not the intended recipient or the employee or agent responsible for delivery of this e-mail to the intended recipient, you are hereby notified that any dissemination, distribution, copying, or use of this e-mail or its contents is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately and destroy all copies. Thank you.

**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: September 21, 2018**

**Nature and Significance of Document:** Request for approval of use of charter aircraft service for official travel on **September 27-28, 2018**, weather permitting, of four non-SES DOI officials (Steve Wackowski, Senior Advisor to the Secretary; Gilbert Castellanos, International Affairs Specialist, FWS; Steve Arthur, Supervisory Wildlife Biologist, and Lesia Monson, Secretarial Assistant), one State Department official John J. Hill (Energy Counselor, U.S. Embassy to Canada) and twelve non-federal individuals (Craig Machtens, IPCB A/Co-chair, Canadian Wildlife Service; Christine Cleghorn, Director, Environment, Yukon Government; Brett Elkin, Director, Environment, Government of the Northwest Territories; Joe Tetlich, Chair, Porcupine Caribou Management Board; Basile van Havre, Director General, Canadian Wildlife Service, Alain Tellier, Director, Oceans and Environmental Law, Global Affairs, Canada; Elaine Cairns, Legal Counsel, Yukon Government; Ed van Randen, ADM, Environment, Yukon Government; Jason Caikoski, State of Alaska, Wildlife Biologist, Alaska Department of Fish and Game; Bruce Dale, State of Alaska, Department of Fish and Game; Edward Rexford, Native Village of Kaktovik- Inupiat Representative, Charlene Stern, Department of Alaska Native Studies and Rural Development, University of Alaska, Fairbanks) to and from Kaktovik, Alaska. The purpose of this travel is attendance at the International Porcupine Caribou Board Meeting, which the U.S. is hosting, and a post-meeting community discussion.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, the commercial aircraft and DOI aircraft service are not available to meet the operational and scheduling needs of the travel. The cost of charter aircraft service, including total duty hours away over eight days is \$38,271. Because use of DOI aircraft is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

### A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location <u>Kaktovik, AK</u>	Date <u>9/27/18</u>	Hours required to be on site	09:30am	to	10:00am
Location <u>Kaktovik, AK</u>	Date <u>9/28/18</u>	Hours required to be on site	09:30am	to	10:00am
Location _____	Date _____	Hours required to be on site	_____	to	_____

Manifest (only persons required to be at TDS):

Name	Hourly Salary
<u>SEE ATTACHED LIST: TOTAL HOURLY</u>	<u>\$214.94</u>
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers	\$ <u>\$214.94</u>

Annual Salary ÷ 2087 hours x 1.20 =  
Hourly Salary Rate

**NOTE** 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA. for Alaska-based employees, add the applicable additional %

(Continue on attached sheet if needed)

### B. COST COMPARISON:

1. <u>Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers</u>	\$ <u>0.00</u>
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	_____
• Cost of required per diem and ground transportation.	_____
TOTAL Cost by commercial transportation	\$ <u>0.00</u>
 2. <u>Leased, Contract, or Rental Aircraft</u>	
1. Flight hours x flight hour costs	\$ <u>35,090.60</u>
2. Cost of total duty hours away from office or regular duty station	<u>2,579.28</u>
3. Cost of required per diem and ground transportation	<u>602.00</u>
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc	_____
TOTAL Cost by Lease, Contract, or Rental aircraft	\$ <u>38,271.88</u>
 3. <u>DOI-Operated Aircraft</u> - identify specific aircraft _____	
• Flight hours required x variable flight hour cost	\$ <u>0.00</u>
• Cost of total duty hours away from office or regular duty station	_____
• Cost of required per diem and ground transportation	_____
• Any additional costs to be incurred that are not included in the above flight hour rate Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location )	_____
• Fuel costs, if not included in above flight hour rate Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et	_____
TOTAL COST by DOI Fleet aircraft.	\$ <u>0.00</u>

No commercial  
options available

No fleet aircraft  
available



DOI staff salary information ( DOI staff highlighted in yellow)

Steve Wackowski, GS 15	75.23
Gilbert Castellanos, GS 13	55.67
Steve Arthur, GS 13	49.48
Lesia Monson, GS 10	34.56
Total	\$214.94

No SES

Manifest

Plane 1

1. Craig Machtans, IPCB A/Co-chair, Canadian Wildlife Service
2. Christine Cleghorn, board member, Director, Environment, Yukon Government
3. Brett Elkin, board member, Director, Environment, Government of Northwest Territories
4. Joe Tetlich, board member, Chair, Porcupine Caribou Management Board
5. Shannon Stotyn, Porcupine Caribou Technical Committee co-chair, Canadian Wildlife Service
6. Basile van Havre, Director General, Domestic and International Biodiversity, Canadian Wildlife Service
7. Alain Tellier, Director, Oceans and Environmental Law, Global Affairs Canada
8. Elaine Cairns, Legal Counsel, Yukon Government
9. Ed van Randen, ADM, Environment, Yukon Government

Plane 2

10. Jason Caikoski, State of Alaska, Wildlife Biologist, Alaska Department of Fish and Game
11. Bruce Dale, board member, State of Alaska, Department of Fish and Game
12. Edward Rexford, board member, Native Village of Kaktovik - Inupiat Representative
13. Charlene Stern, board member, Department of Alaska Native Studies and Rural Development, University of Alaska - Fairbanks
14. Steve Arthur, Fish and Wildlife Service, Supervisory Wildlife Biologist
15. Gilbert Castellanos, Fish and Wildlife Service, International Affairs Specialist
16. Lesia Monson, DOI, Secretarial Assistant
17. Stephen Wackowski, IPCB Co-chair, DOI, Senior Advisor to the Secretary
18. John J. Hill, US Dept of State, Energy Counselor at the US Embassy in Ottawa



Heindl, Jennifer <jennifer.heindl@sol.doi.gov>

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## Fwd: Charter aircraft

1 message

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**Monson, Lesia** <lesia\_monson@ios.doi.gov> 20 September 2018 at 22:55  
To: Jennifer Heindl <jennifer.heindl@sol.doi.gov>

Hi Jennifer,

As discussed earlier today, attached is the new AMD-110 form for review/approval. Please let me know if you have any questions or concerns. And if possible, I'm requesting a rush - I was informed today that Steve's travel authorization will not be approved until this approved form is submitted to Kate MacGregor.

Thanks very much,  
Lesia

Lesia Monson  
Department of the Interior  
Office of the Secretary  
[4230 University Drive, Suite 300](#)  
[Anchorage, AK 99508](#)  
907-271-5485

----- Forwarded message -----

From: **Monson, Lesia** <lesia\_monson@ios.doi.gov>  
Date: Thu, Sep 20, 2018 at 4:01 PM  
Subject: Charter aircraft  
To: Stephen Wackowski <steve\_wackowski@ios.doi.gov>

Steve - I want to get you caught up on our aircraft situation. As you know, Hageland pulled the aircraft we were scheduled to use for the Kaktovik

**International Porcupine Caribou Board Meeting  
Fairbanks, Kaktovik, Point Thomson, Alaska  
September 26 -28, 2018**

**Draft Agenda**

**Participants:**

**Canada Board Members:**

Craig Machtans, IPCB A/Co-chair, Canadian Wildlife Service  
Christine Cleghorn, board member, Director, Environment, Yukon Government  
Brett Elkin, board member, Director, Environment, Government of Northwest Territories  
Joe Tetlich, board member, Chair, Porcupine Caribou Management Board

**Canada Staff:**

Shannon Stotyn, Porcupine Caribou Technical Committee co-chair, Canadian Wildlife Service  
Basile van Havre, Director General, Domestic and International Biodiversity, Canadian Wildlife Service  
Alain Tellier, Director, Oceans and Environmental Law, Global Affairs Canada  
Elaine Cairns, Legal Counsel, Yukon Government  
Ed van Randen, ADM, Environment, Yukon Government

**United States Board Members:**

Stephen Wackowski, IPCB Co-chair, DOI, Senior Advisor to the Secretary  
Bruce Dale, board member, State of Alaska, Department of Fish and Game  
Edward Rexford, board member, Native Village of Kaktovik - Inupiat Representative  
Charlene Stern, board member, Gwich'in representative

**United States Staff:**

Steve Arthur, Fish and Wildlife Service, Supervisory Biologist  
Steve Berenzden, Fish and Wildlife Service, Arctic National Wildlife Refuge Manager  
Gilbert Castellanos, Fish and Wildlife Service, International Affairs Specialist  
Lesia Monson, DOI, Secretarial Assistant  
Jason Caikoski, State of Alaska, Wildlife Biologist, Alaska Department of Fish and Game  
John J. Hill, US Dept of State, Energy Counselor at the US Embassy in Ottawa

**Wednesday, September 26**

Board will be meeting at Pike's Place Lodge. All are asked to make their own reservations.

- |                   |  |
|-------------------|--|
| ~5:00 pm or prior | GOC participants arrive in Fairbanks   |
| 6:00 pm           | Dinner (buffet) opened in the Fireweed Meeting Room (2 <sup>nd</sup> floor) at Pikes Lodge   |
| 6:15 – 6:20 pm    | Welcome Statement and Introductions – Led by Steve Wackowski   |
| 6:30 pm           | Presentations led by U.S. hosts <ul style="list-style-type: none"><li>• ConocoPhillips: Caribou best management practices in NPR-A</li><li>• ABR Inc. on evolution of and current mitigations of North Slope hydrocarbon development for caribou (TBC)</li></ul> |

- 12:15 pm Government of Canada member updates
- Yukon to address
  - NWT to address
  - Joe/PCMB to address
- {Midday Working lunch: Sack lunches from Fairbanks eaten during meeting}
- 12:45 pm Porcupine Caribou Technical Committee (PCTC) activities since the last meeting, herd status, and plans for the upcoming year – led by Jason Caikoski and Shannon Stotyn
- 1:45 pm Alaska community harvest sampling and harvest reporting – led by FWS, Steve Berendzen and Steve Arthur
- 2:45 pm Discussion on Board advice to Parties: what/when, etc.
- 3:45 pm Rules and Procedures review/updates: provision for alternate members (Wackowski request), recommendation for government co-chairs, other reps (Machtans request)
- 4:35 pm Finalize/agree to press release
- 4:45 pm Adjourn meeting
- 5:00 pm Public/Community discussion, Q&A opportunity, Drum Dancing

**Friday, September 28**

- 7:00 am Breakfast, optional morning activities, possible bear viewing opportunity
- 7:30 am Optional - Meet at MCI for bear viewing pick up
- 9:15 am Check out of MCI/FWS bunkhouse, *pick up sack lunch (if needed) from Tim at MCI, be ready for pick up by Ravn bus driven by Sue*
- 9:30 am Immediate departure for airport from MCI (\$5.00 cash per person for bus transport)
- 10:00 am Depart Kaktovik, AK via charter for Fairbanks, AK
- 12:00 pm Arrive Fairbanks, AK

chair he/she, after consulting with the co-chair from the other delegation may designate an acting chair. Preferably this would be done in writing before the meeting begins. In the absence of such designation, the other co-chair shall serve as chair of the meeting.

- 3.4 MEETING FREQUENCY Meetings shall be held at least twice a year. One of the meetings shall be face-to-face; other meetings will be held as needed.
- 3.5 MEETING LOCATION Meetings shall alternate between Canada and the United States and whenever possible shall be in a user community with an alternate location in the same country. The time and location of each meeting shall be determined at the preceding meeting.
- 3.6 MEETING ARRANGEMENT Logistical arrangements and costs for each meeting, including documentation, meeting facility, and administrative support shall be the responsibility of the host country. Agenda/topics for discussion will be made available prior to the meeting.
- 3.7 MEETING ATTENDANCE All meetings shall be open to the public and a portion of time designated at each meeting for public discussion. The co-chairs reserve the right to conduct business in executive session/in camera when requested by one co-chair and concurred by the other. Teleconference and videoconference are means of attending meetings.
- 3.8 MINUTES Summary minutes for each meeting shall be provided by the host country to the members within 2 weeks of the meeting. Upon receipt of the minutes the member will have an additional two weeks to provide corrections following which the corrected minutes will be redistributed to the members and upon request to the public. Summary minutes from each meeting will be approved by the Board at the following meeting.
- 3.9 PRESS RELEASE A draft press release will be prepared in advance of the meeting by the chairman and approved by the Board at the conclusion of the meeting. Whenever possible copies of the press release shall be distributed to the members at the end of the meeting and otherwise as soon as possible after the meeting. Distribution of the press release shall be the responsibility of each country within its borders.
- 3.10 ACCOMPLISHMENT OF TASKS A record of progress on assigned tasks will be provided to the other Board members by the agency assigned the task on the schedule identified. The summary minutes of the meeting will serve as the record identifying tasks and the accomplishment of tasks. This shall be a running agenda item.
- 3.11 POTENTIAL CONFLICT OF INTEREST It is recognized that Board members have multiple roles that have the potential for placing them in a conflict of interest at times. It is the responsibility of each Board member to self-



### Roles and Responsibilities\*

Establishment of the International Porcupine Caribou Board and definition of its responsibilities are addressed in Section 4 of the 1987 agreement between the United States and Canada on conservation of the Porcupine Caribou Herd. Specifically Section 4(d) states:

"The Board, seeking, where appropriate, information available from management agencies, local communities, users of Porcupine Caribou, scientific and other interests, will make recommendations and provide advice on those aspects of the conservation of the Porcupine Caribou Herd and its habitat that require international coordination .... "

The aspects of conservation on which the Board is to advise and recommend are identified in items 1 thorough 5 of Section 4(d). They include sharing information, conservation of the Herd and its habitat, cooperative conservation planning, overall harvest levels, appropriate harvest limits when advisable in each of the two countries, and identification of sensitive habitats.

In addition to these specific items which are important in providing guidance to the Board, the text of the Agreement provides important insight into how the Board relates to the Parties, and the general context within which the Board should conduct its activities. It is clear, for example, that the Board is strictly advisory to the Parties, and has no independent authority or direct responsibility for conservation of the Herd -that responsibility is reserved to the Parties. On the other hand, it is apparent that the Board is intended to serve as the formal connection between the Parties - the instrument that serves to facilitate coordination and communication between the Parties and to generate advice and recommendations to the Parties that further the objectives of the Agreement.

In short, the role of the Board is to facilitate coordination, communication, and cooperation between the Parties, and to provide advice and recommendations to the Parties. The focus is to further the objectives of the Agreement and the conservation of the Porcupine Caribou Herd.

\* Unanimously adopted by the Board at its January 16-17, 1990, meeting in Aklavik, NWT, Canada. Reaffirmed by the Board in Dawson City, Yukon on September 17, 2013.

**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: September 20, 2018**

**Nature and Significance of Document:** Request for approval of use of charter aircraft service for official travel on **September 20-27, 2018**, weather permitting, of four non-SES DOI officials (Steve Delehanty, Wildlife Refuge Manager, FWS; Tessa Johrendt, Wildlife Biologist, FWS; Marc Pratt, Wildlife Biologist, USDA; Spencer Atkinson, Wildlife Biologist, USDA) and one non-federal individual (Chris Gill, Biologist) to and from St. Paul, Alaska. The purpose of this travel is research and rat eradication.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, the commercial aircraft and DOI aircraft service are not available to meet the operational and scheduling needs of the travel. The cost of charter aircraft service, including total duty hours away over eight days is \$43,398. Because use of DOI aircraft is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

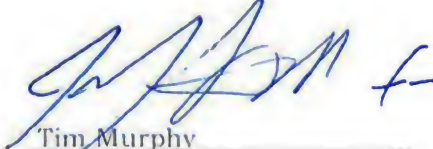
Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**

Jennifer Heindl 202-208-7094

**Due Date: ASAP**

**Surname**

  
Tim Murphy

## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

### A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station (TDS):

Location <u>St. Paul, AK</u>	Date <u>9/20-9/27</u>	Hours required to be on site <u>12:00pm</u> to <u>2:00pm</u>	
Location _____	Date _____	Hours required to be on site _____ to _____	
Location _____	Date _____	Hours required to be on site _____ to _____	
Location _____	Date _____	Hours required to be on site _____ to _____	
Location _____	Date _____	Hours required to be on site _____ to _____	

Manifest (only persons required to be at TDS):

	Name of Individual	Annual Salary	Hourly Salary	Enter Y if AK employee; leave blank if not	Total Hourly Salary
1	Steve Delehanty (FWS Wildlife Refuge Manager)		\$62.13		\$62.13
2	Tessa Johrendt (FWS Wildlife Biologist)		\$30.49		\$30.49
3	Marc Pratt (USDA Wildlife Biologist)		\$42.91		\$42.91
4	Spencer Atkinson (USDA Wildlife Biologist)		\$30.49		\$30.49
5	Chris Gill (Non Federal Employee-Biologist)				\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
11					\$0.00
12					\$0.00
13					\$0.00
14					\$0.00
15					\$0.00
16					\$0.00
17					\$0.00
18					\$0.00
19					\$0.00
TOTAL Hours Cost of All Required Travelers:					\$166.02

### B. COST COMPARISON:

#### 1. Commercial Airline Costs to meet the required TDS locations & times.

a. Individual commercial ticket cost times the number of required travelers.	Ticket price: <u>0.00</u>	
	# of travelers: _____	\$0.00
b. Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	# of hours: _____	
	# of travelers: _____	\$0.00
c. Cost of required per diem and ground transportation.	ground trans: <u>0.00</u>	
	per diem rate: <u>\$0.00</u>	
	# of travelers: _____	\$0.00

TOTAL Cost by commercial transportation

\$0.00

N/A  
see  
remarks

REMARKS: (Must be completed if other than most cost-effective method is chosen.)

The purpose of this trip is to deliver a Rat Strike Team from Anchorage to St. Paul Island to research and eradicate a potential invasive rat population. The team consists of all necessary personnel including a non-federal employee whom is a valued subject matter expert. Commercial and DOI Fleet are not available options to accommodate the short notice request. A charter option is available.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL:

(See para. 11.b page 6 of OMB Circular A-125)

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:

(See para. 11.e, page 7 of OMB Circular A-126 and para. A page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: September 24, 2018**

**Nature and Significance of Document:** Request for approval of use of charter aircraft service for official travel on **October 22- November1, 2018**, weather permitting, of two senior DOI officials (Scott Angelle, BSEE Director; Mark Fesmire, BSEE Regional Director) and five other DOI officials (Michael Haller, Community/Tribal Liaison, BOEM; William Ingersoll, Supervisory Petroleum Engineer; Jack Lorrigan, Community/Tribal Liaison, BSEE; Bryce Beard, Chief of Staff, BSEE) from Fairbanks, AK, to various locations in the North Slope of Alaska (see attached itinerary), and back. The purpose of this travel is NEPA consultations with Alaska native communities.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, the commercial aircraft and DOI aircraft service are not available to meet the operational and scheduling needs of the travel. The cost of charter aircraft service, including total duty hours away over eight days is \$80,000. Because use of charter aircraft is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**  
Jennifer Heindl 202-208-7094

**Surname**

**Due Date: ASAP**

Tim Murphy *Murphy* 10/2/18

## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

### A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS): See Attached

Location	<u>Fairbanks</u>	Date	<u>10/22/2018</u>	Hours required to be on site	<u>10:00 a</u>	to	<u>11:00 p</u>
Location	<u>Nuiqsut</u>	Date	<u>10/23/2018</u>	Hours required to be on site	<u>11:00a</u>	to	<u>11:00 p</u>
Location	<u>Utqiagvik</u>	Date	<u>10/24/2018</u>	Hours required to be on site	<u>11:00 a</u>	to	<u>11:00 p</u>
Location	<u>Kaktovik</u>	Date	<u>10/25/2018</u>	Hours required to be on site	<u>11:00a</u>	to	<u>10:00 p</u>
Location	<u>Kotzebue</u>	Date	<u>10/29/2018</u>	Hours required to be on site		to	
Location	<u>Point Lay</u>	Date	<u>10/30/2018</u>	Hours required to be on site	<u>11:00 a</u>	to	<u>10:00p</u>
Location	<u>Point Hope</u>	Date	<u>10/31/2018</u>	Hours required to be on site	<u>11:00 a</u>	to	<u>10:00 p</u>
Location	<u>Wainwright</u>	Date	<u>11/1/2018</u>	Hours required to be on site	<u>11:00a</u>	to	<u>10:00 p</u>

Manifest (only persons required to be at TDS):

	<u>Name</u>	<u>Hourly Salary</u>
Michael Haller	Community/Tribal Liaison (BOEM)	
William Ingersoll	Supervisory Petroleum Engineer (BOEM)	
Mark Fesmire	Regional Director (BSEE)	
Jack Lorrigan	Community/Tribal Liaison (BSEE)	
Bryce Barlan	Regulatory Analyst (BSEE)	
Preston Beard	Chief of Staff, (BSEE)	
Scott Angelle	Director BSEE	

TOTAL Hours Cost of All Required Travelers

\$ \_\_\_\_\_

(Continue on attached sheet if needed)

Annual Salary + 2087 hours x 1.20 =  
Hourly Salary Rate

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add an additional .25.

### B. COST COMPARISON:

1. Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers. \$ Not Available

Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.

- Cost of required per diem and ground transportation.

TOTAL Cost by commercial transportation

\$ \_\_\_\_\_

#### 2. Leased, Contract, or Rental Aircraft.

1. Flight hours x flight hour costs \$ 80,000
2. Cost of total duty hours away from office or regular duty station \_\_\_\_\_
3. Cost of required per diem and ground transportation \_\_\_\_\_
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc. \_\_\_\_\_

TOTAL Cost by Lease, Contract, or Rental aircraft.

\$ 80,000

#### 3. DOI-Operated Aircraft – identify specific aircraft: Cessna Conquest

- Flight hours required x variable flight hour cost. \$ \_\_\_\_\_
- Cost of total duty hours away from office or regular duty station. Not available
- Cost of required per diem and ground transportation. \_\_\_\_\_
- Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.) \_\_\_\_\_
- Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, etc. \_\_\_\_\_

C. MOST COST EFFECTIVE METHOD:

Commercial  
Lease, Contract or Rental — Contract

Pilot/Crew \_\_\_\_\_

Purpose See Attached memo and below

☐ DOI Fleet -----N# \_\_\_\_\_ Pilot/Crew \_\_\_\_\_

Purpose \_\_\_\_\_

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

We will need to use commercial charter transportation due to the locations and the close proximity of dates in which pre-existing public hearings are scheduled. Commercial aircraft are unavailable due to flight restrictions. Due to the complex schedule and need to fly to larger villages after daylight hours commercial aircraft are not practical or available for our mission.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:  
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

Daniel H. Tajani  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Memorandum

To: Jennifer Heindl, Office of the Solicitor

From: Heather A. Blood, Program Management Officer

Subject: Request for Permission for SES/Political Appointee to fly Charter

BSEE has scheduled the following Government to Government and Government to ANCSA meetings on the North Slope of Alaska.

**October 22<sup>nd</sup> – Fairbanks**

**October 23<sup>rd</sup> – Nuiqsut**

**October 24<sup>th</sup> – Utqiagvik**

**October 25<sup>th</sup> – Kaktovick**

**October 29<sup>th</sup> – Kotzebue**

**October 30<sup>th</sup> – Point Lay**

**October 31<sup>st</sup> – Point Hope**

**November 1<sup>st</sup> – Kotzebue**

**November 2<sup>nd</sup> – Wainwright**

Government to Government and Government to ANCSA consultations are a requirement under the National Environmental Policy Act (NEPA) and Executive Order 13175 respectfully. We are requesting approval for Mr. Scott Angelle, Director of the Bureau of Safety and Environmental Enforcement in Washington, D.C. to fly via DOI, Office of Aviation Management, government charter aircraft to the aforementioned locations in rural/remote Alaska to attend and manage these scoping meetings.

Use of government charter aircraft, while initially is substantially more expensive in comparison to commercial airline travel, ultimately is the most cost effective and efficient manner to travel to these rural/remote communities for a number of reasons. It is a fact that commercial aircraft services to these Arctic communities, like any other commercial air service, are on a fixed time schedule that is largely inflexible. This means that a minimum one day delay for the entire team is incurred in any weather condition that is present during that time period when these planes must take off and land exceeds the aircraft's capabilities to safely depart and/or arrive. However, in these rural/remote communities it is not uncommon for multi-day delays. The frequent weather and mechanical delays associated with commercial aircraft flying to these destinations leaves the entire team of government officials in a rural/remote community-often for days. When this occurs, the mission is not accomplished and substantial additional lodging costs and other resource expenditures associated with rescheduling meetings and hearings are incurred. On multiple occasions the Alaska Region has experienced situations by which personnel traveling via commercial aircraft were stranded in remote Arctic



communities and forced to use government charter aircraft to extract them during erratic and extreme weather conditions. In summary, having the ability to fly out at a moment's notice when weather does clear is the most cost efficient manner to travel to these communities.

In addition to the aforementioned effectiveness and efficiency aspects, when we utilize government charter aircraft we don't take commercial aircraft seats that are needed at the last minute by community members often traveling to obtain medical or other important services that are only available elsewhere. By using government charter aircraft we avoid taking the seat needed for example, by an Inupiat mother with a sick child. Taking those seats and leaving community member stranded is a public relations concern worth avoiding.

Attachment

AMD110

**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: October 2, 2018**

**Nature and Significance of Document:** Request for approval of use of charter aircraft service for official travel on **October 2, 2018**, weather permitting, of four non-SES DOI officials (Ted Murphy, Acting Director, AK, BLM; Steve Beredzen, Refuge Manager, FWS; Nicole Hayes, Legacy Well Coordinator, BLM; Joe Keeney, Archeologist, BLM) and one non-federal individual (Jake Anders, Contractor) to and from Artic Village, Alaska. The purpose of this travel is attendance at government to government consultations with native Alaskans.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, the commercial aircraft and DOI aircraft service are not available to meet the operational and scheduling needs of the travel. The cost of charter aircraft service, including total duty hours away over eight days is \$11,042. Because use of charter aircraft is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**

Jennifer Heindl 202-208-7094

**Surname**

**Due Date: ASAP**

Tim Murphy *Murphy* 10/2/18



Caminiti, Mariagrazia &lt;marigrace.caminiti@sol.doi.gov&gt;

**Re: OAS\_110**

1 message

**Daniel Jorjani** <daniel.jorjani@sol.doi.gov>

Tue, Oct 2, 2018 at 2:36 PM

To: "Heindl, Jennifer" &lt;jennifer.heindl@sol.doi.gov&gt;

Cc: "Palmatier, Jerrid" &lt;jpalmati@blm.gov&gt;, "Caminiti, Mariagrazia" &lt;marigrace.caminiti@sol.doi.gov&gt;

Ok

**Daniel H. Jorjani**  
**Principal Deputy Solicitor**  
**Department of the Interior**  
**Main Interior Building**  
• 202-219-3861 (Voice)

☎ 202-706-9018 (Cell)

[daniel.jorjani@sol.doi.gov](mailto:daniel.jorjani@sol.doi.gov)

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Sent from my iPhone

On Oct 2, 2018, at 2:28 PM, Heindl, Jennifer &lt;jennifer.heindl@sol.doi.gov&gt; wrote:

Hi Dan,

Alaska has a last minute OAS-110 they really need sign off on. The charter flight is and up and back to Arctic village with BLM and FWS non-SES officials, and one added contractor (hence the need for the OAS-110).

The purpose is gov to gov consultation with Alaska natives. There are no commercial or DOI options that will meet the scheduling and operational needs of the flight which will cost \$11,000.

Could we possibly get a verbal OK from you, and Mary Grace can sign in your name?

Please let me know if you need more information.

Thanks very much,  
Jennifer

Jennifer A. Heindl

Attorney Advisor

Office of the Solicitor

Division of General Law

Branch of General Legal Services

Voice: 202-208-7094

Fax: 202-219-1790

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## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

### A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station (TDS):

Location	Arctic Village, AK	Date	10/2/2018	Hours required to be on site	10:30 AM	to	4:30 PM
Location		Date		Hours required to be on site		to	
Location		Date		Hours required to be on site		to	
Location		Date		Hours required to be on site		to	
Location		Date		Hours required to be on site		to	
Location		Date		Hours required to be on site		to	

Manifest (only persons required to be at TDS):

	Name of Individual	Annual Salary	Hourly Salary	Enter Y if AK employee; leave blank if not	Total Hourly Salary
1	Ted Murphy (Alaska BLM Acting State Director)		\$75.23		\$75.23
2	Steve Beredzen (FWS Refuge Manager)		\$62.13		\$62.13
3	Nicole Hayes (BLM Legacy Well Coordinator)		\$62.13		\$62.13
4	Joe Keeney (BLM Archaeologist)		\$37.97		\$37.97
5	Jake Anders (Contractor/Non Federal)		\$0.00		\$0.00
6			\$0.00		\$0.00
7			\$0.00		\$0.00
8			\$0.00		\$0.00
9			\$0.00		\$0.00
10			\$0.00		\$0.00
11			\$0.00		\$0.00
12			\$0.00		\$0.00
13			\$0.00		\$0.00
14			\$0.00		\$0.00
15			\$0.00		\$0.00
16			\$0.00		\$0.00
17			\$0.00		\$0.00
18			\$0.00		\$0.00
19			\$0.00		\$0.00
TOTAL Hours Cost of All Required Travelers:					\$237.46

### B. COST COMPARISON:

#### 1. Commercial Airline Costs to meet the required TDS locations & times.

a. Individual commercial ticket cost times the number of required travelers.	Ticket price:			
	# of travelers:			\$0.00
b. Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	# of hours:			
	# of travelers:			\$0.00
c. Cost of required per diem and ground transportation.	ground trans:	0.00		
	per diem rate:	\$0.00		
	# of travelers:			\$0.00

TOTAL Cost by commercial transportation

\$0.00

N/A  
see  
remarks



REMARKS: (Must be completed if other than most cost-effective method is chosen.)

The purpose of this flight is to get all listed passengers to Arctic Village, Alaska to attend an environmental planning meeting through government to government consultation.  
There aren't any fleet aircraft available to accomplish this mission and there are no commercial flights available to Arctic Village to meet the meeting times.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL:

(See para. 11.b page 6 of OMB Circular A-125)

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:

(See para. 11.e. page 7 of OMB Circular A-126 and para. A page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

Daniel H. Tojani

Print name of designated approving official

Page 3 of 3

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OCT - 2 2018



Heindl, Jennifer <jennifer.heindl@sol.doi.gov>

---

## OAS-110 for tomorrow

1 message

---

**Palmatier, Jerri** <jpalmati@blm.gov>

1 October 2018 at 19:27

To: Jennifer Heindl <jennifer.heindl@sol.doi.gov>

Cc: Timothy Murphy <timothy.murphy@sol.doi.gov>

Hello Jennifer,

I do apologize for yet another quick turnaround approval. I originally thought we only had government personnel on this flight but one passenger turned out to be a non-federal employee. Please see attachment.

Thanks

—  
Jerri Palmatier  
Dispatch Supervisor/Flight Management Specialist  
Anchorage Interagency Dispatch Center  
Bureau of Land Management  
4700 BLM Road  
Anchorage, AK 99507  
(ph) 907-267-1243  
(cell) 907-223-2644  
(fax) 907-267-1359



**SES AMD 110 BLM 10-2-18.pdf**

39K

## TRAVEL COST ANALYSIS

Justification for use of Government aircraft for travel:

### A. BASIC DATA:

Dates and time of required times(s) at Temporary Duty Station(s) (TDS):

Location Platform Ellen Date 10/16/18 Hours Required to be on site 0800 to 1450  
 Location \_\_\_\_\_ Date \_\_\_\_\_ Hours Required to be on site \_\_\_\_\_ to \_\_\_\_\_  
 Location \_\_\_\_\_ Date \_\_\_\_\_ Hours Required to be on site \_\_\_\_\_ to \_\_\_\_\_

Manifest (only persons required to at TDS):

Name	Hourly Salary
Eric Modrow <u>House Staff BSEE</u>	\$ _____
Jackie Kilroy <u>House Staff Budget</u>	\$ _____
Rita Culp <u>BSEE House</u>	\$ _____
Chet Miller <u>BSEE Inspector/BSEE</u>	45.98

Annual Salary + 2087 x 1.20 =  
Hourly Salary Rate

**Note:** 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, Other Fringes. The 1.20 does not include COLA for Alaska-based employees. Add an additional .25.

TOTAL Hours Cost of All Required Travelers \$ 45.98

(Continue on attached sheet if needed)

### B. COST COMPARISON:

- Commercial Airline Costs to meet the required TDS locations and times.** \$ N/A  
Individual ticket cost x # of required travelers.
  - Cost of total duty hours away from office or regular duty station to meet commercial airline schedule.
  - Cost of required per diem and ground transportation.

TOTAL Cost by commercial transportation \$ N/A

- Leased, Contract, or Rental Aircraft.**
  - Flight Hours x flight hour costs \$ 2,108.00
  - Cost of total duty hours away from office or regular duty station.
  - Cost of required per diem and ground transportation.
  - Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tie down fees, overnight parking, extra Crew, etc.

TOTAL Cost by Lease, Contract, or Rental Aircraft. \$ 2,108.00

- DOI Operated Aircraft** – identify specific aircraft: \_\_\_\_\_
  - Flight hours required x variable flight hour cost. \$ \_\_\_\_\_
  - Cost of total duty hours away from office or regular duty station.
  - Cost of required per diem and ground transportation.
  - Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126. Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if pilot is one of the Government officials required to meet or perform duties at the TDY location.)
  - Fuel costs, if not included in the above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tie down fees, overnight parking, etc.

TOTAL Cost by DOI Fleet Aircraft. \$ N/A

*Graduate  
Correction  
10/12/18  
Kilroy  
not coming*



Senior Federal Travel Form  
(See Instructions on Reverse)

Interagency Report Control Form  
0322-GSA-AN

Agency Contact Data

1. Department/Agency DOI / BSEE	2. Bureau/Office/Service BSEE Camarillo
3a. Contact Name Chet Miller	3b. Contact Title Sr Inspector / Regional Aviation Manager
3c. Contact Phone Number 805--384-6375	3d. Contact Fax Number

Aircraft Data

4. Aircraft Registration Number N67AC	5. Aircraft Serial Number	
6. Aircraft Make/Model Bell 407	7. Purpose of Flight Inspection	8. Flight Number
9. Variable Cost per hour: 1,054.00	10. Charter Quote:	

Flight Legs and Dates

Dept Leg	1	2	3	4	5	6	7	8	9
11a. Icao	CMA	Ellen							
11b. Date	10/16/2018	10/16/2018							
11c. Time	0800	1300							
Arrival Leg	1	2	3	4	5	6	7	8	9
11d. Icao	Ellen	CMA							
11e. Date	10/16/2018	10/16/2018							
11f. Time	0900	1400							
12. Hours	1	1							
13. Pax No.	4	4							

Passenger Data

14. Passenger Name		15. Pax Dept/ Agency	16. Pax Status	17. Purp of Travl	18. Legs		19. Costs			20. Reimburse Amount
Last	First				On	Off	19a. Govt	19b. Charter	19c. Carrier	
Miller	Chet	BSEE			1	2				
Modrow	Eric	BSEE			1	2				
Kilroy	Jackie	HAIS			1	2				
Culp	Rita	HAIS			1	2				



**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: October 9, 2018**

**Nature and Significance of Document:** Request for approval of charter aircraft service for official travel on **October 16, 2018** two non-SES DOI officials (Chet Miller, BSEE POCS Inspector; Rita Culp, BSEE POCS Inspector), and two non-Executive branch federal officials (Eric Modrow and Jackie Kilroy, both House Interior Appropriations Sub-committee staff) from Camarillo, CA to Platform Ellen and back. The purpose of this travel is to orient Congressional staff to offshore facilities and familiarize them with inspection operations.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, commercial and DOI aircraft service are not available for this travel. Charter aircraft service, not including the cost of total duty hours away, is \$2,108. Because the use of charter aircraft service is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**

Jennifer Heindl 202-208-7094

**Surname**

**Due Date: ASAP**

Tim Murphy

*Murphy 10/11/18*

*Correction*  
Eric =  
Budget  
Officer  
BSEE  
Rita Culp  
Congress  
staff.  
not going

**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: November 20, 2018**

**Nature and Significance of Document:** Request for approval of DOI aircraft service for official travel on or about November 26-27, 2018, weather permitting, of one non-agency official ( Sara Wolman, contractor for FWS) from Anchorage, AK, to Pilot Point, AK and back. The purpose of this travel is migratory bird calendar educational curriculum implementation in the local school.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1). Commercial aircraft service is not available because travel includes aerial tours.

As the attached OAS-110 indicates, commercial aircraft service including total duty hours away, is \$1,819. Charter aircraft service, including total duty hours away, is \$1,961. DOI aircraft service, including total duty hours away, is \$1,340. Because use of DOI aircraft service is the most cost effective means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this cost comparison is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**

Jennifer Heindl, 202-208-7094

**Surname**

**Due Date: ASAP**

Tim Murphy

*Murphy* 11/20/18

## Travel Cost Analysis

OAS-110  
(12/12)

## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

## A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	Pilot Point, AK	Date	11/26/2018	Hours required to be on site	7am	to	3pm
Location	Pilot Point, AK	Date	11/27/2018	Hours required to be on site	7am	to	3pm
Location		Date		Hours required to be on site		to	

Manifest (only persons required to be at TDS):

Name	Hourly Salary
Sara Wolman - Contractor	

TOTAL Hours Cost of All Required Travelers \$

Annual Salary ÷ 2087 hours x 1.20 =  
Hourly Salary Rate

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health &amp; Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

(Continue on attached sheet if needed)

## B. COST COMPARISON:

- Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers.
 

	\$ 1115
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	703.68
• Cost of required per diem and ground transportation.	0
TOTAL Cost by commercial transportation	\$ 1818.68
- Leased, Contract, or Rental Aircraft.
 

• Flight hours x flight hour costs	\$ 1433.60
• Cost of total duty hours away from office or regular duty station	527.76
• Cost of required per diem and ground transportation	0
• Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.	0
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$ 1961.36
- DOI-Operated Aircraft – identify specific aircraft: 706M
 

• Flight hours required x variable flight hour cost.	\$ 812
• Cost of total duty hours away from office or regular duty station.	527.76
• Cost of required per diem and ground transportation.	0
• Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.)	0
• Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, etc.	0
TOTAL COST by DOI Fleet aircraft.	\$ 1339.76



**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: December 7, 2018**

**Nature and Significance of Document:** Request for approval of use of charter aircraft service for official travel on **December 11-13, 2018**, weather permitting, of five DOI officials (Steve Wackowski, Senior Advisor to the Secretary, Alaska Affairs; Stephanie Rice, Planning and Environmental Coordination, BLM AK; Shelly Jones, Arctic District Office Manager, BLM; Lisa Gleason, Public Affairs Specialist, BLM; Sara Longan, North Slope Science Initiative Director, BLM) and one non-DOI official (Christina Hendrickson, State of Alaska) of from Anchorage, AK, to Atkasuk and Anaktuvik Pass, AK, and back. The purpose of this travel is public meetings of energy development.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, commercial and DOI aircraft service are not available to meet the operational and scheduling needs of this travel. The cost of charter aircraft service, including total duty hours away, is \$21,145. Because charter aircraft service is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**  
Jennifer Heindl 202-208-7094

**Surname**

**Due Date: ASAP**

Tim Murphy

*Tim Murphy* 12/10/18



## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

### A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station (TDS):

Location <u>Atkasuk, AK</u>	Date <u>12/11-12/12</u>	Hours required to be on site <u>10:00AM</u> to <u>1:00PM</u>
Location <u>Anaktuvik Pass, AK</u>	Date <u>12/12-12/13</u>	Hours required to be on site <u>1:00PM</u> to <u>11:00AM</u>
Location _____	Date _____	Hours required to be on site _____ to _____
Location _____	Date _____	Hours required to be on site _____ to _____
Location _____	Date _____	Hours required to be on site _____ to _____

Manifest (only persons required to be at TDS):

	Name of Individual	Annual Salary	Hourly Salary	Enter Y if AK employee; leave blank if not	Total Hourly Salary
1	Steve Wackowski ( Sen Adv. Sec AK Affairs)		\$73.68		\$73.68
2	Stephanie Rice (Planning & Enviorn Coordinator)		\$39.01		\$39.01
3	Shelly Jones (Arctic Dist. Office Manager)		\$57.22		\$57.22
4	Sara Longan (North Slope Executive Director) <i>Science Initiative</i>		\$58.48		\$58.48
5	Lisa Gleason (Public Affairs Specialist)		\$38.00		\$38.00
6	Christina Hendrickson (State of AK Employee) <i>non-fed</i>		\$0.00		\$0.00
7			\$0.00		\$0.00
8			\$0.00		\$0.00
9			\$0.00		\$0.00
10			\$0.00		\$0.00
11			\$0.00		\$0.00
12			\$0.00		\$0.00
13			\$0.00		\$0.00
14			\$0.00		\$0.00
15			\$0.00		\$0.00
16			\$0.00		\$0.00
17			\$0.00		\$0.00
18			\$0.00		\$0.00
19			\$0.00		\$0.00
TOTAL Hours Cost of All Required Travelers:					<b>\$266.39</b>

### B. COST COMPARISON:

#### 1. Commercial Airline Costs to meet the required TDS locations & times.

a. Individual commercial ticket cost times the number of required travelers.	Ticket price: _____	
	# of travelers: _____	\$0.00
b. Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	# of hours: _____	
	# of travelers: _____	\$0.00
c. Cost of required per diem and ground transportation.	ground trans: <u>0.00</u>	
	per diem rate: <u>\$0.00</u>	
	# of travelers: _____	\$0.00

TOTAL Cost by commercial transportation \$0.00

*N/A see remarks*

REMARKS: *(Must be completed if other than most cost-effective method is chosen.)*

Decision to utilize charter is based on there not being a commercial flight schedule that delivers the employees to the specified villages to make the scheduled meeting times. There are also no available DOI fleet aircraft available to fly this mission. The purpose of this trip is to deliver all essential personnel to Atkasuk and Anaktuvik Pass to attend 2 public community meetings regarding energy development.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL:

*(See para. 11.b page 6 of OMB Circular A-125)*

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:

*(See para. 11.e. page 7 of OMB Circular A-126 and para. A page 3-1 of OMB Bulletin No. 93-11)*

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

Daniel H. Tajani  
\_\_\_\_\_  
Print name of designated approving official

Page 3 of 3

[Signature]  
\_\_\_\_\_  
Signature

12/10/18  
\_\_\_\_\_  
Date



Caminiti, Mariagrazia &lt;marigrace.caminiti@sol.doi.gov&gt;

**Re: travel OAS 110 form for travel tomorrow in Alaska - BLM**

1 message

Daniel Jorjani &lt;daniel.jorjani@sol.doi.gov&gt;

Mon, Dec 10, 2018 at 5:09 PM

To: "Caminiti, Mariagrazia" &lt;marigrace.caminiti@sol.doi.gov&gt;

Approved.



**Daniel H. Jorjani**  
**Principal Deputy Solicitor**  
**Department of the Interior**  
**Main Interior Building**  
**' 202-219-3861 (Voice)**

**202-706-9018 (Cell)**

[daniel.jorjani@sol.doi.gov](mailto:daniel.jorjani@sol.doi.gov)

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Sent from my iPhone

On Dec 10, 2018, at 2:36 PM, Caminiti, Mariagrazia &lt;marigrace.caminiti@sol.doi.gov&gt; wrote:

travel to two villages in AK w/Steve Wackowski +5 (one non-fed St of AK employee)  
 highlighted remarks: Decision to utilize charter is based on there not being commercial flight schedule to deliver employees to the specific villages to make scheduled meeting times. and No available DOI fleet aircraft available to fly the mission. Purpose of trip: deliver essential personnel to villages to attend two public community meetings regarding energy development.

Do you want Ed to review or is this okay to initial for you?

-

**Marigrace Caminiti**

Executive Assistant to the Solicitor  
 US Department of the Interior  
 1849 C Street, NW, Rm. 6352  
 Washington, DC 20240  
 202-208-4423 - main number  
 202-208-3111 - direct  
 202-208-5584 - fax  
 (b) (6) or 202-359-2949 -cell/wcell

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**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: January 31, 2019**

**Nature and Significance of Document:** Request for approval of use of charter aircraft service for official travel on or about **February 5-10**, weather permitting, of one DOI senior official (Joseph Balash, Asst. Sec. Land and Minerals) and twelve other DOI officials (Ted Murphy, Acting State Director, BLM; Nicole Hayes, Project Lead, BLM; Erin Julianus, Biologist, BLM; Shelly Jones ADO Manager, BLM; Steve Wackowski, Senior Advisor, Alaska, DOI; Steve Berendzen, Refuge Manager, FWS; Craig Perham, Biologist, BOEM; Lesli Elis Wouters, Communications, BLM; Greg Siekaniec, Director, Alaska, FWS; Rob Brumbaugh, O&G Lead, BLM; Joe Keeney, Archeologist, BLM; Mike Gieryic, Attorney, SOL), and six non-federal individuals (Chad Ricklefs, Amy Lewis, Alex Prichard, Stephen Braund, unnamed Court Reporter, all contractors; Jack Winters, State of Alaska) to Kaktovik, AK, Utqiagvik, AK, Fort Yukon, AK, Arctic Village, AK, and Venetie, AK. The purpose of this travel is public meetings on the Coastal Plain Oil and Gas Leasing Program Draft Environmental Impact Statement as well as government to government consultations with native Alaskans.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, the commercial aircraft and DOI aircraft service are not available to meet the operational and scheduling needs of the travel. The cost of charter aircraft service, including total duty hours away over eight days is \$121,254. Because use of charter aircraft is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**

Jennifer Heindl 202-208-7094

**Surname**

**Due Date: ASAP**

Tim Murphy

*Murphy 4/1/19*



## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

### A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station (TDS):

Location	<u>Kaktovik</u>	Date	<u>2/5-2/6</u>	Hours required to be on site	<u>12:30PM</u>	to	<u>11:15AM</u>
Location	<u>Utqiagvik</u>	Date	<u>2/6-2/7</u>	Hours required to be on site	<u>12:00PM</u>	to	<u>8:30AM</u>
Location	<u>Fort Yukon</u>	Date	<u>2/7/2019</u>	Hours required to be on site	<u>11:00AM</u>	to	<u>3:30PM</u>
Location	<u>Arctic Village</u>	Date	<u>2/8/2019</u>	Hours required to be on site	<u>09:30a</u>	to	<u>5:00PM</u>
Location	<u>Arctic Village</u>	Date	<u>2/9/2019</u>	Hours required to be on site	<u>09:30a</u>	to	<u>5:00PM</u>
Location	<u>Venetie</u>	Date	<u>2/10/2019</u>	Hours required to be on site	<u>09:30a</u>	to	<u>2:30PM</u>

Manifest (only persons required to be at TDS):

	Name of Individual	Annual Salary	Hourly Salary	Enter Y if AK employee; leave blank if not	Total Hourly Salary
1	Ted Murphy - BLM SD (Acting)	\$140,000.00	\$80.50	Y	\$105.39
2	Nicole Hayes BLM (Project lead)	\$112,956.00	\$64.95	Y	\$85.03
3	Erin Julianus BLM (Biologist)	\$81,421.00	\$46.82	Y	\$61.29
4	Shelly Jones BLM (ADO Manager)	\$109,729.00	\$63.09	Y	\$82.60
5	Joseph Balash DOI (ASLM)	\$131,759.00	\$75.76		\$75.76
6	Steve Wackowski DOI (Sr Advisor)	\$128,141.00	\$73.68	Y	\$96.46
7	Steve Berendzen FWS (Refuge Manager)	\$130,000.00	\$74.75	Y	\$97.86
8	Craig Perham-BOEM (Biologist)	\$100,046.00	\$57.53	Y	\$75.31
9	Lesli Elis-Wouters BLM (Communications)	\$140,000.00	\$80.50	Y	\$105.39
10	Chad Ricklefs (contractor) (NON-FED)		\$0.00		\$0.00
11	Amy Lewis (contractor) (NON-FED)		\$0.00		\$0.00
12	Alex Pritchard (contractor) (NON-FED)		\$0.00		\$0.00
13	Stephen Braund (contractor) (NON-FED)		\$0.00		\$0.00
14	Jack Winters (State of Alaska) (NON-FED)		\$0.00		\$0.00
15	Greg Siekaniec FWS (AK Director)	\$140,000.00	\$80.50	Y	\$105.39
16	Rob Brumbaugh BLM (O&G Lead)	\$112,956.00	\$64.95	Y	\$85.03
17	Joe Keeney BLM (Archaeologist)	\$75,000.00	\$43.12	Y	\$56.46
18	Mike Gieryic DOI (Solicitor)	\$130,000.00	\$74.75	Y	\$97.86
19	Court Reporter (contractor) (NON-FED)		\$0.00		\$0.00
TOTAL Hours Cost of All Required Travelers:					\$1,129.86

### B. COST COMPARISON:

#### 1. Commercial Airline Costs to meet the required TDS locations & times.

- a. Individual commercial ticket cost times the number of required travelers.
- Ticket price: \_\_\_\_\_  
# of travelers: \_\_\_\_\_ \$0.00
- b. Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.
- # of hours: \_\_\_\_\_  
# of travelers: \_\_\_\_\_ \$0.00
- c. Cost of required per diem and ground transportation.
- ground trans: 0.00  
per diem rate: \$0.00  
# of travelers: \_\_\_\_\_ \$0.00

TOTAL Cost by commercial transportation

\$0.00

*NA  
see  
remarks*



Heindl, Jennifer &lt;jennifer.heindl@sol.doi.gov&gt;

**Re: OAS 110 submittal for a flight on Feb 5th**

1 message

Heindl, Jennifer &lt;jennifer.heindl@sol.doi.gov&gt;

1 February 2019 at 12:07

To: "Palmatier, Jerrid" &lt;jpalmati@blm.gov&gt;

Thanks, Jerrid. I will include this in file, which is going to Solicitor now.

Thanks,  
Jennifer

Jennifer A. Heindl

Attorney Advisor

Office of the Solicitor

Division of General Law

Branch of General Legal Services

Voice: 202-208-7094

Fax: 202-219-1790

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On Thu, 31 Jan 2019 at 17:11, Palmatier, Jerrid &lt;jpalmati@blm.gov&gt; wrote:

Hello Jennifer,

Per our project coordinator Nicole Hayes, whom is coordinating the logistics of this project, commercial aircraft is not reasonably available to meet the scheduling needs of this project.

Thanks

On Thu, Jan 31, 2019 at 10:34 AM Heindl, Jennifer &lt;jennifer.heindl@sol.doi.gov&gt; wrote:

Hi,

Though the remarks on the form suggest strongly that commercial aircraft is not reasonably available to meet the operational or scheduling needs of the travel, I need to have confirmation that this is in fact the case. Please confirm that commercial air service is not reasonably available as defined by 41 CFR 301-10.231(a)(1):

Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period."  
41 C.F.R. § 301-10.261(a)(1).

I am processing this now.

Thanks,  
Jennifer

Jennifer A. Heindl

Attorney Advisor

Office of the Solicitor

Division of General Law

Branch of General Legal Services

Voice: 202-208-7094

Fax: 202-219-1790

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On Wed, 30 Jan 2019 at 19:16, Palmatier, Jerrid <jpalmati@blm.gov> wrote:

Hello Jennifer,

I am submitting an OAS 110 form for a multi day trip involving both SES, non SES, and Non-Federal passengers. The first day of these trips is February 5th. See attachment. Let me know if you have any questions.

Thanks

--

Jerrid Palmatier  
Dispatch Supervisor/Flight Management Specialist  
Anchorage Interagency Dispatch Center  
Bureau of Land Management  
4700 BLM Road  
Anchorage, AK 99507  
(ph) 907-267-1243  
(cell) 907-223-2644  
(fax) 907-267-1359

--

Jerrid Palmatier  
Dispatch Supervisor/Flight Management Specialist  
Anchorage Interagency Dispatch Center  
Bureau of Land Management  
4700 BLM Road  
Anchorage, AK 99507  
(ph) 907-267-1243  
(cell) 907-223-2644  
(fax) 907-267-1359

REMARKS: (Must be completed if other than most cost-effective method is chosen.)

Decision to utilize charter is based on commercial flight schedule (sporadic and frequently cancelled flights, and times that are available do not meet the scheduled times of the meetings). There is also the fact that there are a limited number of seats on the aircraft that provides commercial services to these remote communities. There are no DOI fleet aircraft with the capabilities to transport 19 passengers to the requested locations. The purpose of this trip is to conduct public meetings on the Coastal Plain Oil and Gas Leasing Program on the Draft Environmental Impact Statement. Staff will also be conducting government-to-government consultations. All passengers are essential.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL:

(See para. 11.b page 6 of OMB Circular A-125)

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:

(See para. 11.e. page 7 of OMB Circular A-126 and para. A page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

Daniel H. Jorgani, Principal Dep Sec  
\_\_\_\_\_  
Print name of designated approving official

Page 3 of 3

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

130.19



**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: February 8, 2019**

**Nature and Significance of Document:** Request for approval of use of DOI aircraft service for official travel on or about **February 11-12, 2019**, weather permitting, of one non-federal individual (Susan Wolman, contractor) from Anchorage, AK, to Pilot Point, AK, and back. The purpose of this travel is implementation of the of the Migratory Bird Calendar educational curriculum in the local school.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, the commercial aircraft service, including cost of duty hours away, would cost \$2,680. Charter aircraft service, including the cost of total duty hours away, would cost \$3,923. The cost of DOI aircraft service, including total duty hours away, is \$1,872. Because use of DOI aircraft is the most cost-effective means of meeting the operational and scheduling needs of this trip, this travel may be approved.

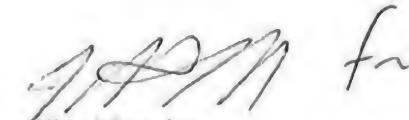
Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**

Jennifer Heindl 202-208-7094

**Surname**

**Due Date: ASAP**

  
Tim Murphy

## Travel Cost Analysis

OAS-110  
(12/12)

## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

## A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	<u>Pilot Point, AK</u>	Date	<u>2/11/2019</u>	Hours required to be on site	<u>7am</u>	to	<u>3pm</u>
Location	<u>Pilot Point, AK</u>	Date	<u>2/12/2019</u>	Hours required to be on site	<u>7am</u>	to	<u>3pm</u>
Location	_____	Date	_____	Hours required to be on site	_____	to	_____

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
Sara Wolman	_____
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers	\$ _____

Annual Salary ÷ 2087 hours x 1.20 =  
Hourly Salary RateNOTE: 1.20 covers average Fringe  
Benefits, Retirement, Health & Life  
Insurance, Medicare, other Fringes.  
The 1.20 does not include COLA;  
for Alaska-based employees, add the  
applicable additional %.

(Continue on attached sheet if needed)

## B. COST COMPARISON:

1. <u>Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers.</u>	\$ <u>1624</u>
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	<u>1055.52</u>
• Cost of required per diem and ground transportation.	<u>0</u>
TOTAL Cost by commercial transportation	\$ <u>2679.52</u>
2. <u>Leased, Contract, or Rental Aircraft.</u>	
• Flight hours x flight hour costs	\$ <u>2867.20</u>
• Cost of total duty hours away from office or regular duty station	<u>1055.52</u>
• Cost of required per diem and ground transportation	<u>0</u>
• Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.	<u>0</u>
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$ <u>3922.72</u>
3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u>706M</u>	
• Flight hours required x variable flight hour cost.	\$ <u>816</u>
• Cost of total duty hours away from office or regular duty station.	<u>1055.52</u>
• Cost of required per diem and ground transportation.	<u>0</u>
• Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.)	<u>0</u>
• Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et.	<u>0</u>
TOTAL COST by DOI Fleet aircraft.	\$ <u>1871.52</u>

## Travel Cost Analysis

C. MOST COST EFFECTIVE METHOD:

☐ Commercial

☐ Lease, Contract or Rental - N# \_\_\_\_\_ Pilot/Crew \_\_\_\_\_

Purpose \_\_\_\_\_

☒ DOI Fleet

N# 706M

Pilot/Crew Dan Pepin

Purpose Travel to Pilot Point for Migratory Bird Calendar educational curriculum implementation in the school.

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

Travel in a fleet aircraft is more reliable when traveling to remote Alaskan villages. When traveling on a commercial carrier, there is a higher risk that flight schedules will change and the traveler will need to spend additional days in the TDY location in addition to the days already spent in meeting the commercial carrier airline schedule.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

Print name of designated approving official

Signature

Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

Print name of designated approving official

Signature

Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:  
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers *contractor*

Print name of designated approving official

Signature

Date

4 Flights

**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: February 8, 2019**

**Nature and Significance of Document:** Request for approval of use of DOI aircraft service for official travel on or about **February 18-20, 2019**, weather permitting, of one non-federal individual (Susan Wolman, contractor) from Anchorage, AK, to Chignik Bay, AK, and back. The purpose of this travel is implementation of the of the Migratory Bird Calendar educational curriculum in the local school.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, the commercial aircraft service, including cost of duty hours away, would cost \$3,637. Charter aircraft service, including the cost of total duty hours away, would cost \$7,609. The cost of DOI aircraft service, including total duty hours away, is \$2,012. Because use of DOI aircraft is the most cost-effective means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**

Jennifer Heindl 202-208-7094

**Surname**

**Due Date: ASAP**

Tim Murphy

*Murphy 2/14/19*



## Travel Cost Analysis

OAS-110  
(12/12)

## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

### A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	<u>Chignik Bay</u>	Date	<u>2/18/2019</u>	Hours required to be on site	<u>7am</u>	to	<u>3pm</u>
Location	<u>Chignik Bay</u>	Date	<u>2/19/2019</u>	Hours required to be on site	<u>7am</u>	to	<u>3pm</u>
Location	<u>Chignik Bay</u>	Date	<u>2/20/2019</u>	Hours required to be on site	<u>7am</u>	to	<u>12pm</u>

**Manifest (only persons required to be at TDS):**

<u>Name</u>	<u>Hourly Salary</u>
Sara Wolman	
TOTAL Hours Cost of All Required Travelers	\$

$$\text{Annual Salary} \div 2087 \text{ hours} \times 1.20 = \text{Hourly Salary Rate}$$

**NOTE:** 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

(Continue on attached sheet if needed)

### B. COST COMPARISON:

1. Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers. \$ 2580

- |  |            |
|--|------------|
| • Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule. | 1055.52    |
| • Cost of required per diem and ground transportation.   | 0          |
| TOTAL Cost by commercial transportation  | \$ 3635.52 |

TOTAL Cost by commercial transportation

2. Leased, Contract, or Rental Aircraft.

- |   |            |
|---|------------|
| ● Flight hours x flight hour costs  | \$ 6553.60 |
| ● Cost of total duty hours away from office or regular duty station   | 1055.52    |
| ● Cost of required per diem and ground transportation   | 0          |
| ● Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc. | 0          |

TOTAL Cost by Lease, Contract, or Rental aircraft.

3. DOI-Operated Aircraft – identify specific aircraft: 706M

- |  |         |
|--|---------|
| • Flight hours required x variable flight hour cost.   | \$ 1856 |
| • Cost of total duty hours away from office or regular duty station.   | 1055.52 |
| • Cost of required per diem and ground transportation.   | 0       |
| • Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.) | 0       |
| • Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et.   | 0       |

**TOTAL COST by DOI Fleet aircraft.**

2911.52

## Travel Cost Analysis

C. MOST COST EFFECTIVE METHOD:

☐ Commercial

☐ Lease, Contract or Rental – N# \_\_\_\_\_, Pilot/Crew \_\_\_\_\_

Purpose \_\_\_\_\_

☒ DOI Fleet -----N# 706M, Pilot/Crew Dan Pepin

Purpose Travel to Chignik Bay for Migratory Bird Calendar educational curriculum implementation in the school.

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

Travel in a fleet aircraft is more reliable when traveling to remote Alaskan villages. When traveling on a commercial carrier, there is a higher risk that flight schedules will change and the traveler will need to spend additional days in the TDY location in addition to the days already spent in meeting the commercial carrier airline schedule.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:  
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: February 8, 2019**

**Nature and Significance of Document:** Request for approval of use of DOI aircraft service for official travel on or about **February 20-22, 2019**, weather permitting, of one non-federal individual (Susan Wolman, contractor) from Anchorage, AK, to Chignik Lagoon, AK, and back. The purpose of this travel is implementation of the of the Migratory Bird Calendar educational curriculum in the local school.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, the commercial aircraft service, including cost of duty hours away, would cost \$3,636. Charter aircraft service, including the cost of total duty hours away, would cost \$7,609. The cost of DOI aircraft service, including total duty hours away, is \$2,912. Because use of DOI aircraft is the most cost-effective means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**

Jennifer Heindl 202-208-7094

**Surname**

**Due Date: ASAP**

Tim Murphy

*Murphy 2/14/19*

- |  |  |            |
|--|--|------------|
| 1. <u>Commercial Airline Costs to meet the required TDS locations and times.</u> <u>Individual ticket cost x number of required travelers.</u> |  | \$ 2580    |
| •  | Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.   | 1055.52    |
| •  | Cost of required per diem and ground transportation.   | 0          |
| TOTAL Cost by commercial transportation  |  | \$ 3635.52 |
| 2. <u>Leased, Contract, or Rental Aircraft.</u>  |  |            |
| •  | Flight hours x flight hour costs   | \$ 6553.60 |
| •  | Cost of total duty hours away from office or regular duty station  | 1055.52    |
| •  | Cost of required per diem and ground transportation  | 0          |
| •  | Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.  | 0          |
| TOTAL Cost by Lease, Contract, or Rental aircraft.   |  | \$ 7609.12 |
| 3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u>706M</u>  |  |            |
| •  | Flight hours required x variable flight hour cost.   | \$ 1856    |
| •  | Cost of total duty hours away from office or regular duty station.   | 1055.52    |
| •  | Cost of required per diem and ground transportation.   | 0          |
| •  | Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.) | 0          |
| •  | Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et.   | 0          |
| TOTAL COST by DOI Fleet aircraft.  |  | \$ 2911.52 |



## Travel Cost Analysis

C. MOST COST EFFECTIVE METHOD:

☐ Commercial

☐ Lease, Contract or Rental - N# \_\_\_\_\_, Pilot/Crew \_\_\_\_\_

Purpose \_\_\_\_\_

☒ DOI Fleet -----N# 706M, Pilot/Crew Dan Pepin

Purpose Travel to Chignik Lagoon for Migratory Brd Calendar educational curriculum implementation in the school.

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

Travel in a fleet aircraft is more reliable when traveling to remote Alaskan villages. When traveling on a commercial carrier, there is a higher risk that flight schedules will change and the traveler will need to spend additional days in the TDY location in addition to the days already spent in meeting the commercial carrier airline schedule.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:  
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: February 8, 2019**

**Nature and Significance of Document:** Request for approval of use of DOI aircraft service for official travel on or about **February 25-27, 2019**, weather permitting, of one non-federal individual (Susan Wolman, contractor) from Anchorage, AK, to Chignik Lake, AK, and back. The purpose of this travel is implementation of the of the Migratory Bird Calendar educational curriculum in the local school.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, the commercial aircraft service, including cost of duty hours away, would cost \$3,636. Charter aircraft service, including the cost of total duty hours away, would cost \$7,609. The cost of DOI aircraft service, including total duty hours away, is \$2,912. Because use of DOI aircraft is the most cost-effective means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**

Jennifer Heindl 202-208-7094

**Surname**

**Due Date: ASAP**

Tim Murphy

*Murphy 2/14/19*

# Travel Cost Analysis

OAS-110  
(12/12)

## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

### A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	<u>Chignik Lake</u>	Date	<u>2/25/2019</u>	Hours required to be on site	<u>7am</u>	to	<u>3pm</u>
Location	<u>Chignik Lake</u>	Date	<u>2/26/2019</u>	Hours required to be on site	<u>7am</u>	to	<u>3pm</u>
Location	<u>Chignik Lake</u>	Date	<u>2/27/2019</u>	Hours required to be on site	<u>7am</u>	to	<u>12pm</u>

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
<u>Sara Wolman</u>	
TOTAL Hours Cost of All Required Travelers	\$ <u>                    </u>

Annual Salary ÷ 2087 hours x 1.20 =  
Hourly Salary Rate

**NOTE:** 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

(Continue on attached sheet if needed)

### B. COST COMPARISON:

1. <u>Commercial Airline Costs to meet the required TDS locations and times.</u> Individual ticket cost x number of required travelers.	\$ <u>2580</u>
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	<u>1055.52</u>
• Cost of required per diem and ground transportation.	<u>0</u>
TOTAL Cost by commercial transportation	\$ <u>3635.52</u>
2. <u>Leased, Contract, or Rental Aircraft.</u>	
• Flight hours x flight hour costs	\$ <u>6553.60</u>
• Cost of total duty hours away from office or regular duty station	<u>1055.52</u>
• Cost of required per diem and ground transportation	<u>0</u>
• Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.	<u>0</u>
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$ <u>7609.12</u>
3. <u>DOI-Operated Aircraft</u> – identify specific aircraft: <u>706M</u>	
• Flight hours required x variable flight hour cost.	\$ <u>1856</u>
• Cost of total duty hours away from office or regular duty station.	<u>1055.52</u>
• Cost of required per diem and ground transportation.	<u>0</u>
• Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.)	<u>0</u>
• Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et.	<u>0</u>
TOTAL COST by DOI Fleet aircraft.	\$ <u>2911.52</u>

## Travel Cost Analysis

C. MOST COST EFFECTIVE METHOD:

☐ Commercial

☐ Lease, Contract or Rental - N# \_\_\_\_\_ Pilot/Crew \_\_\_\_\_

Purpose \_\_\_\_\_

☒ DOI Fleet -----N# 706M Pilot/Crew Dan Pepin

Purpose Travel to Chignik Lake for Migratory Bird Calendar educational curriculum implementation in the school.

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

Travel in a fleet aircraft is more reliable when traveling to remote Alaskan villages. When traveling on a commercial carrier, there is a higher risk that flight schedules will change and the traveler will need to spend additional days in the TDY location in addition to the days already spent in meeting the commercial carrier airline schedule.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:  
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**OFFICE OF THE SOLICITOR  
CORRESPONDENCE BACKGROUND FORM**

**Date: February 8, 2019**

**Nature and Significance of Document:** Request for approval of use of DOI aircraft service for official travel on or about **February 27 March 1, 2019**, weather permitting, of one non-federal individual (Susan Wolman, contractor) from Anchorage, AK, to Port Heiden, AK, and back. The purpose of this travel is implementation of the of the Migratory Bird Calendar educational curriculum in the local school.

**Background:** Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, the commercial aircraft service, including cost of duty hours away, would cost \$3,420. Charter aircraft service, including the cost of total duty hours away, would cost \$5,766. The cost of DOI aircraft service, including total duty hours away, is \$2,390. Because use of DOI aircraft is the most cost-effective means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

**Contact and telephone number:**

Jennifer Heindl 202-208-7094

**Surname**

**Due Date: ASAP**

Tim Murphy

*Murphy 2/14/19*

## Travel Cost Analysis

OAS-110  
(12/12)

## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	<u>Port Heiden</u>	Date	<u>2/27/2019</u>	Hours required to be on site	<u>12pm</u>	to	<u>4pm</u>
Location	<u>Port Heiden</u>	Date	<u>2/28/2019</u>	Hours required to be on site	<u>7am</u>	to	<u>3pm</u>
Location	<u>Port Heiden</u>	Date	<u>3/1/2019</u>	Hours required to be on site	<u>7am</u>	to	<u>3pm</u>

Manifest (only persons required to be at TDS):

<u>Name</u>	<u>Hourly Salary</u>
<u>Sara Wolman</u>	

TOTAL Hours Cost of All Required Travelers \$                     

Annual Salary ÷ 2087 hours x 1.20 =  
Hourly Salary RateNOTE: 1.20 covers average Fringe  
Benefits, Retirement, Health & Life  
Insurance, Medicare, other Fringes.  
The 1.20 does not include COLA;  
for Alaska-based employees, add the  
applicable additional %.

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers. \$ 2365

- Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule. 1055.52
- Cost of required per diem and ground transportation. 0

TOTAL Cost by commercial transportation \$ 3420.52

2. Leased, Contract, or Rental Aircraft.

- Flight hours x flight hour costs \$ 4710.40
- Cost of total duty hours away from office or regular duty station 1055.52
- Cost of required per diem and ground transportation 0
- Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc. 0

TOTAL Cost by Lease, Contract, or Rental aircraft. \$ 5765.92

3. DOI-Operated Aircraft – identify specific aircraft: 706M

- Flight hours required x variable flight hour cost. \$ 1334
- Cost of total duty hours away from office or regular duty station. 1055.52
- Cost of required per diem and ground transportation. 0
- Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.) 0
- Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et. 0

TOTAL COST by DOI Fleet aircraft. \$ 2389.52

## Travel Cost Analysis

C. MOST COST EFFECTIVE METHOD:

☐ Commercial

☐ Lease, Contract or Rental - N# \_\_\_\_\_ Pilot/Crew \_\_\_\_\_

Purpose \_\_\_\_\_

☒ DOT Fleet

N# 706M

Pilot/Crew Dan Pepin

Purpose Travel to Port Heiden for Migratory Bird Calendar educational curriculum implementation in the school.

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

Travel in a fleet aircraft is more reliable when traveling to remote Alaskan villages. When traveling on a commercial carrier, there is a higher risk that flight schedules will change and the traveler will need to spend additional days in the TDY location in addition to the days already spent in meeting the commercial carrier airline schedule.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:  
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers:

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date